



**APPLICATIONS ARE INVITED FOR THE POSITION OF
CHIEF OF PSYCHOLOGICAL SERVICES
SPECIAL SERVICES
Non-Union Level 5 - \$110,318 - \$132,374**

Our Vision

At the Toronto Catholic District School Board, we transform the world through witness, faith, innovation and action. Servant-leadership that is visionary, empowering and inclusive is a fundamental characteristic of our Board. We seek colleagues who demonstrate a powerful personal mission and commitment through action to these principles. We are committed to fairly and objectively recruiting and selecting leaders and staff who are excellent role models, visionary and innovative, student-focused, committed to diversity, inclusion and equity and are also collaborative in building a Catholic community.

CRITERIA FOR AN INTERVIEW ARE AS FOLLOWS:

- Master's Degree or Ph.D. or equivalent in the field of psychology
- Membership in good standing with The College of Psychologists of Ontario (school psychology)
- Minimum of five (5) years of related experience in a leadership role delivering school-based psychological services
- Strong leadership and management skills, ability to motivate, mentor and coach staff to coordinate, leverage and support organization-wide initiatives and operational workflows
- Strong collaborative skills and a proven ability to manage and facilitate discussion forums, process reviews, workshops, or other similar group discovery and feedback methods
- Experience in developing organization-wide policies, processes, and/or procedures
- Effective leadership, analytical and people management skills
- Knowledge of Ministry of Education regulations and requirements in the delivery of psychological services
- Demonstrated knowledge in strategy development, coordination, and implementation, in the area of psychology. With preference in an educational setting
- Knowledge regarding evidence based universal, prevention and intervention programs and services, and experience with professional learning and training, and experience working with schools and board staff is an asset
- Excellent interpersonal, communication and presentation skills
- Must possess a valid Ontario driver's license and have own vehicle to use for travel as required within the Greater Toronto Area (eligibility for mileage reimbursement)

MAJOR DUTIES AND RESPONSIBILITIES:

Reporting to and under the direction of Superintendent of Special Services, the Chief of Psychological Services will be accountable for the effective direction and management of the Psychological Services Department within the Toronto Catholic District School Board in accordance with professional, legislative and Board requirements. Major duties and responsibilities include but are not limited to:

- Providing professional and administrative supervision of all staff of the Psychological Services Department
- Ensuring that Psychological Services are delivered in keeping with the legislation in the Province of Ontario, the standards and regulations of The College of Psychologists of Ontario, and the Canadian Code of Ethics in Psychology
- Coordinating the supervision for psychology staff who are in the process of becoming registered with the College of Psychologists of Ontario
- Monitoring and evaluating staff performance and delivery of psychological services
- Ensuring the effective administration of the Psychological Services Department by preparing staff and budget reports, selecting/ordering materials, collecting and analyzing statistical data regarding departmental activities, student referrals and assessments and participating in the evaluation of programs
- Maintaining professional, legal and ethical standards for storage, retrieval and eventual destruction of psychological and psychiatric files
- Participating in staff recruitment and hiring of psychology staff in collaboration with Human Resources
- Developing and providing oversight to system wide policies, guidelines and initiatives
- Providing system oversight and program direction to the Learning Disabilities and Gifted Programs
- Providing professional development opportunities for teachers and other board staff
- Working collaboratively with Special Services staff including Chiefs of Autism, Chief of Mental Health, IPRC, Social Work, Speech and Language, Care and Treatment Programs, and other key community partners
- Development of protocols with community partners related to the delivery of all services and initiatives
- Implementing strategies/procedures as identified by the Board and in alignment with legislative and Board requirements
- Participating in system-wide board and special initiatives, support system directions, including the TCDSB Multi-Year Strategy Plan
- Other duties as assigned or required

Diversity and Inclusion

Consistent with the TCDSB's Employment Equity policy and Multi-Year Strategic Plan, the TCDSB is strongly committed to fostering and creating a diverse and inclusive workplace that reflects the stakeholders and communities we serve. As such, we welcome and encourage applications from candidates who self-identify as visible minorities, persons with disabilities, aboriginal peoples and women. You are invited to voluntarily indicate if you identify as one or more of the aforementioned communities. This information will be kept confidential.

Barrier-Free Recruitment and Selection

TCDSB embraces the principles of the Accessibility for Ontarians with Disabilities Act (AODA) and as such, is committed to creating an inclusive, barrier-free recruitment and selection process. Please inform the Human Resources department at the time of your application of any requirement for an accommodation. The need for documentation to support the accommodation will be requested as required prior to the implementation of any accommodation measures.

Interested applicants are asked to submit a completed résumé, cover letter, and any related educational documents, and reference letters, no later than **Monday, July 4, 2022**. Failure to complete a full package may impact your eligibility for an interview.

Applications are to be submitted online through ApplyToEducation at:

https://network.applytoeducation.com/Applicant/AttJobPosting.aspx?JOB_POSTING_ID=d91ce887-346b-4fba-8069-3b35c24251fc

We thank all applicants, however, only those selected for further consideration will be contacted.

Please note, candidates selected for an interview will be required to provide original applicable education documents.